

STATE OF VERMONT
DEPARTMENT OF CORRECTIONS
HANDBOOK

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This handbook is a guide to explain your rights and responsibilities while living in a Vermont Department of Corrections (DOC) facility, and help you to understand the rules and policies of the DOC. You will also find information in this handbook about the programs and services that are available to you within the facility.

Incarcerated individuals are expected to behave responsibly and respectfully toward other incarcerated individuals, staff, and volunteers. Incarcerated Individuals must also follow all facility rules, policies, and procedures and meet case plan requirements.

You are expected to follow the rules, policies, and procedures outlined in this handbook. DOC administrative rules, directives and interim memos can be read in the Law Library. If you have questions about the rules, directives, programming, or anything else, please ask a facility staff member.

Whenever this handbook differs from DOC policy, the DOC policy overrides the handbook.

NON-DISCRIMINATION

It is the policy of the DOC to treat all persons in a respectful, courteous, and professional manner while maintaining safety and security. The DOC provides services to offenders without regard to race, color, creed, sex, religion, disability, national origin, age, gender identity, or sexual orientation. The DOC does not tolerate discriminatory harassment on the part of staff, volunteers, or incarcerated individuals. Anyone who feels they have been the victim of discriminatory harassment should report it to the Shift Supervisor or a staff member of higher rank.

AMERICANS WITH DISABILITIES ACT (ADA)

(See DOC policy on *Americans with Disabilities Act Facilities and Field*)

The federal Americans with Disabilities Act prohibits state and local entities from discriminating against any qualified individual with a disability in their programs, services, and activities. The DOC and its contracted entities are required to make “reasonable modifications” to existing policies, administrative directives, and procedures in order to allow qualified offenders with disabilities the same opportunities as non-disabled offenders. These accommodations may be limited if they would place an undue financial or administrative burden on the DOC, fundamentally alter the nature of the service, program, or activity, or jeopardize legitimate safety requirements.

Please contact a Unit Officer, caseworker, Shift Supervisor, or other staff member if you need accommodations. An ADA orientation takes place during your medical screening, but you can make requests for an accommodation at any time.

Hearing Disability

"It is DOC's policy to identify incarcerated individuals with a hearing disability as soon as reasonably possible and provide access to a qualified interpreter and/or other appropriate auxiliary aids and services to ensure effective communication. You may request, at any time during incarceration, an assessment for a hearing disability. If, at intake or any other time during your incarceration, it is determined that you have a hearing disability, DOC shall take appropriate steps to ensure communications with persons with a hearing disability are as effective as communications with other incarcerated individuals and shall also provide equal opportunity to participate in and enjoy the benefits of DOC services, programs, and activities. Such steps shall be outlined in a communication plan for each incarcerated individual, which may be amended at any time upon request. For more information, please refer to DOC Directive #316.

Concerns about ADA compliance or accommodations for your hearing disability may be grieved via the normal grievance process. ADA grievances will be reviewed by Facility ADA Coordinators and the DOC ADA Compliance Director as necessary for resolution. Please clearly reference your accommodations or the ADA in your grievance filing so that it may be directed to the appropriate staff for review and resolution."

INTAKE

When you enter the facility, you may be housed separately until intake and assessments are completed. These will include questions about your medical and mental health, and the results will determine where you are housed within the facility.

You will also have a health services screen performed by a member of the Health Services Staff, along with a Tuberculosis and Covid Test. Please let staff know if you had a positive test in the past. It is important that you tell medical staff of any medical, mental health or dental problem that you may have. The medical and mental health intake process is required in order to be placed in general population. Failure to comply may result in limited privileges and/or placement in restricted housing.

You will be assigned to a caseworker who will meet with you to complete your orientation to the facility.

INCARCERATED INDIVIDUAL /STAFF COMMUNICATION

The Correctional Officers (COs) and your caseworker are the first people you should talk to when you need something. These staff know how the facility operates and will work with you to

address your needs. They will refer you for services when appropriate or tell you who to contact.

If you have difficulty with reading or writing, your caseworker, a teacher, or a CO can help you fill out forms and assist with other necessary information.

Interpreters will be made available to you if you have difficulty speaking or understanding English.

You can use an “Inmate Request Form” to contact or request a meeting with a staff member outside your living unit, for any issue that does not require a specific form. These forms are available in each unit, or you can request one from a CO. A meeting can be arranged by submitting a request form to see a specific staff member. In addition, the Superintendent and other facility managers tour the facility regularly and make themselves available for conversations with the Incarcerated Individuals.

You should always approach and address staff with respect and courtesy. Derogatory remarks to or about staff may result in disciplinary action.

Changes in policies, procedures, or rules that are likely to affect Incarcerated Individuals are available in the Law Library.

SEXUAL SAFETY AND THE PRISON RAPE ELIMINATION ACT (PREA)

(See DOC policy on the *Prison Rape Elimination Act*)

The DOC is committed to the prevention of sexual victimization (abuse & harassment), and the promotion of safety and security for all offenders and staff.

Prison Rape Elimination Act (PREA)

The goal of the Prison Rape Elimination Act of 2003 (PREA), Public Law No: 108-79, is the prevention, detection, reduction, and punishment of sexual victimization in confinement facilities.

- PREA applies to ALL individuals under the DOC’s supervision.
- PREA applies to anyone working with, or for, the DOC.
- PREA mandates apply to all institutional settings such as VT facilities, work camps, out of state facilities, etc.
- Vermont has a zero-tolerance policy for sexual victimization.
- This zero-tolerance policy is reinforced at all levels within the DOC.

- All incidents of a sexual nature are investigated! Even if they are reported as, or appear to be, mutual.
- It is against the law for staff to ask for or participate in sexual or romantic acts with inmates.

Incidents of a sexual nature that fall under PREA include:

Sexualized Behavior: requested, suggested or carried out sexual contact committed by an inmate including, but not limited to, kissing or touching another person, (excluding all examples listed under abusive sexual contacts) which causes or is intended to cause stimulation or gratification where force is not used. Some examples: massages, indecent exposure, showering under the same shower head with another inmate and touching yourself in front of others.

Sexual Victimization: using debt, threats of physical harm, peer pressure, lying, favors, or authority to force or influence sexual favors from someone, including abusive sexual contacts, nonconsensual sexual acts, and/or sexual harassment.

Inmate-On-Inmate Sexual Victimization:

- **Sexual Harassment:** sexual advances, asking for sexual favors, comments about sexual orientation, or gestures or actions of a derogatory or offensive sexual nature by one inmate towards another.
- **Abusive Sexual Contact:** intentional touching, directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of another person, not including accidental touching during a fight.
- **Nonconsensual Sexual Act:** penetration of the vulva, anus, and mouth; however slight, by a penis, hand, finger or other object or instrument.

Staff Sexual Misconduct:

- **Sexual Harassment:** sexual advances, asking for sexual favors, comments about sexual orientation, or gestures or actions of a derogatory or offensive sexual nature by a staff member towards an inmate/offender.
- **Voyeurism:** an invasion of an inmate's privacy by staff for reasons unrelated to official duties such as peering at an inmate who is using a toilet in their cell to perform bodily functions; requiring an inmate to expose their buttocks, genitals, or breasts; taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.
- **Indecent Exposure:** the display by a staff member of his or her uncovered genitalia, buttocks or breast in the presence of an inmate.

- **Abusive Sexual Contact:** intentional touching, directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of another person, that is unrelated to the official duties.
- **Nonconsensual Sexual Act:** penetration of the vulva, anus, and mouth; however slight, by a penis, hand, finger or other object or instrument.

Offenders are never able to legally consent to sexual activity with staff. It is against the law for staff to ask for or participate in sexual or romantic acts with inmates or offenders under community supervision.

Safety tips include

- Stay in populated or open areas and within eyesight of staff when possible.
- Be aware of your body language – walk with your head up and eyes straight ahead.
- Use your own possessions – do not accept food, tobacco or other contraband, clothing, or other items from other inmates.
- Avoid gambling and do not go into debt in any manner, as individuals may be expected to repay debts with sexual favors and/or sexual acts.
- Beware of inmates that say they will protect you – protection frequently has a cost.
- Buy small amounts of commissary to avoid the impression of having money available to you.
- Talk about subjects other than sex and avoid casual nudity.

Reporting Sexual Victimization

Serving time is not easy and being a victim of sexual victimization only makes it more difficult. Deciding whether or not to formally report sexual victimization can be difficult. It is important that you have support. Inmates are encouraged to report incidents of a sexual nature to someone they trust or by using any of the following reporting options:

- Report to any staff member;
- Write a letter to the Superintendent;
- Use the DOC's grievance process. Please see the grievance section below for more information about submitting a grievance about sexual abuse or victimization;
- Tell a family member and ask them to report on your behalf. They can:
 - Call or write the facility;
 - E-mail the anonymous tip line at AHS.DOCPREA@vermont.gov; or
 - Call the anonymous tip line at (802) 241-0070;
- Use the Offender Reporting Line (see contact information below); or

- Report to the Vermont Network Against Domestic & Sexual Violence – **There are multiple programs in the Vermont Network that serve every area of the state.** You can:
 - Ask your caseworker to help you call the local sexual assault program;
 - Add the local sexual assault program number to your PIN; or
 - Write a letter to the sexual assault program at the address provided below and on the back page of the yellow “You Have the Right to Be Safe” flyer.

Support Phone Numbers & Addresses:

Offender Reporting Line - Unit Phone

Press #1 English or #2 Spanish
Press #0
Then dial 88888123456789
Then dial 555-555-5555

ACLU National Prison Project

1875 Connecticut Ave. NW, Ste. 410
Washington, DC 20009
(202) 234-4830

Disability Rights Vermont

141 Main St., Ste.7
Montpelier, VT 05602
Toll Free 1-800-834-7890

Umbrella

1222 Main St, #301
St. Johnsbury, VT 05819
Hotline: (802)748-8645

H.O.P.E. Works

P.O. Box 92
Burlington, VT 05402
Hotline: (802)863-1236

Rutland County Women’s Network and Shelter

P.O. Box 313
Rutland, VT 05701
Hotline: (802)775-3232

WISE

Hotline: (603) 448-5525

VT Department of Corrections PREA Office

Vermont Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000

VT Department of Corrections Victim Services Office

Vermont Department of Corrections
NOB 2 South
280 State Drive
Waterbury, VT 05671-2000

Prisoners' Rights Office

6 Baldwin St., 4th Floor
Montpelier, VT 05633-3301
(802) 828-3194

Umbrella

93 East Main St., Suite 1
Newport, VT 05855
Hotline: (802)334-0148

Voices Against Violence

P.O. Box 72, St
Albans, VT 05478
Hotline: (802)524-6575

Women’s Freedom Center

P.O. Box 933
Brattleboro, VT 05301
Hotline: (802)885-2050

VT Statewide Sexual Violence Hotline

Toll free: 1-866-348-WISE

1-800-485-7273

**VT Network Against-
Domestic and Sexual Violence**

P.O. Box 405
Montpelier VT 05832
1-802-223-1302

NOTE: All calls from unit phones are recorded and may be monitored.

Staff members will immediately tell a supervisor or above when they receive a report of sexual victimization.

The DOC investigates all reports of sexual victimization & sexual activities.

- If you report an incident, an investigator will talk to you (you do not have to tell who did it).
- You may be referred to mental health for evaluation and/or support.
- You may be referred to medical for evaluation and/or medications that can help if you have come in contact with sexually transmitted infections (STI's).
- If the assault happened recently – within the past 96 hours – you may choose to have a sexual assault examination at the hospital.
- If you choose to speak with a victim advocate, one will be available to you.

You have access to medical, mental health, and victim advocate services whether or not you report the incident or cooperate with the investigation. These services are available with or without naming who did it.

Anyone intentionally providing a false statement of sexual victimization will be held accountable through DOC policy and procedures and may be charged criminally.

FACILITY RULES AND INCARCERATED INDIVIDUAL DISCIPLINE

(See DOC policy on *Due Process*, and #410.01, *Facility Rules and Inmate Discipline*)

The following information is provided about facility rules and Incarcerated Individual discipline. There are two levels of “Major” violations and other “Minor” violations for which a Incarcerated Individuals can receive a Disciplinary Report (DR).

The level of the violation and the actual behavior involved in the incident will be used in deciding the sanction. Attempting, planning, aiding, or soliciting others to violate one of these

rules is a violation of the same rule, and carries the same sanction as if you violated the rule itself.

Major A Violations:

- Killing any Person;
- Assault, physically attacking another person with or without the use of an object or substance;
- Assault on a Department of Corrections' employee, contractor or volunteer. Intentionally striking or attacking a Department of Corrections employee, contractor or volunteer with or without the use of an object or substance, or behaving in such a reckless manner that one's actions cause a strike of a Department employee, contractor or volunteer;
- Sexual Assault;
- Fighting where bodily injury is attempted or carried out;
- Escape from an institution, armed escort, Correctional Officer custody, to include intentional absence from a furlough from a correctional institution;
- Creating disturbances that threaten the order and safety of the facility including, but not limited to, riots, work strikes and hunger strikes;
- Possession, manufacture or introduction of any item that constitutes a danger to the order of the facility including, but not limited to, weapons, dangerous instruments, escape tools, or communication devices (e.g., cell phones). This also includes possession of any unauthorized weapon while in the custody of the Commissioner of Corrections outside a correctional facility (e.g., at Court, a hospital, etc.);
- Possession, introduction or use of any alcohol, narcotics, depressants, stimulants, hallucinogenic substances or marijuana (any plant material, extract or resin of the genus cannabis) or related paraphernalia not prescribed for the individual by the medical staff;
- Refusing to submit to a breathalyzer, alco-sensor or any method of testing for drugs, alcohol or intoxicants;
- Giving false information/making a false allegation – Inmates are prohibited from intentionally and/or knowingly making a false allegation against any staff person or any person under contract to the Department of Corrections, and/or intentionally misleading staff in the course of their official duty;
- Arson – Inmates are prohibited from setting a fire or causing an explosion;
- Security Threat Group Affiliation – Inmates are prohibited from possessing or displaying any materials, symbols, colors or pictures of any identified security threat group or engaging in membership in or in behaviors uniquely or clearly associated with a security threat group;
- Unauthorized use of the mail or telephone; to include, but not be limited to, making a call to a person on your authorized phone list and having them forward the call to someone not on your authorized list;



- Tampering with fire alarms, fire safety apparatus (such as extinguishers, air pacs, sprinkler heads, hoses, fire blankets, etc.) or any other safety equipment; and
- Unauthorized Use of a Computer – using, accessing or viewing a computer or computer terminal in any manner that is not authorized by departmental personnel; using accessing or viewing a computer or computer terminal for gaining access to the Internet; using accessing or viewing a computer in a fraudulent manner or for a fraudulent purpose; introducing, installing or using any software, utility, application or any other digital media that has not been authorized by departmental personnel.

Major B Violations

- Tampering with locking or security devices, making holes in walls, damaging windows or wearing a disguise or mask (wearing of a mask may be required for medical purposes);
- Counterfeiting, forging, altering or reproducing any document, article of identification, money, security or official paper without authorization;
- Adulteration of any food or drink with the intent that it be consumed to cause harm;
- Assault, or fighting where serious bodily injury was not carried out;
- Making sexual proposals to another person;
- Indecent Exposure;
- Unauthorized absence from headcount;
- Threatening another with harm, bodily injury or an act with adverse consequences;
- Stealing, taking another's property without consent or being in possession of stolen property;
- Failure to carry out any disciplinary sanction order (whether from informal or formal resolution);
- Destruction or damage of state property or property of another valued at more than \$50.00 or second or subsequent destruction or damage of state property or property of another valued at \$50.00 or less within 60 days;
- Extortion, blackmail or protection in return for money or anything of value;
- Engaging in sexual acts or activity without use or threat of force;
- Interfering with an officer in the performance of duties or any disobedience or refusal of an officer's instruction or order that threatens or disrupts institutional security or interferes with the taking of an official institutional headcount;
- Giving or offering a bribe to a state employee, volunteer or contractor;
- Conduct which disrupts or interferes with inmate safety or security or the orderly running of the facility (only used if another Major B violation is not applicable);
- Making a derogatory comment to another person, staff or inmate, regarding race, gender, ethnicity, religious affiliation or sexual orientation;
- Being in possession of any amount of tobacco in excess of the amount contained in one cigarette;
- Misuse of authorized medication;



- Tattooing or possession of tattooing tools, or the recipient of a tattoo. This rule pertains only to recipients of "new" tattoos and not to tattoos previously acquired; and
- Failure to abide by transition furlough (from facility) conditions.

Minor Violations:

- Passing or possession of contraband items other than as described in the Major Disciplinary category;
- Refusing to work;
- Refusing to obey the order of a staff member other than as described in the Major Disciplinary category;
- Unexcused absence from any work assignment;
- Gambling;
- Agitating or provoking staff, volunteers, members of the community, or inmates;
- Failure to maintain proper hygiene;
- Failure to maintain sanitary and orderly housing conditions;
- Destruction or damage of state property or property of another valued at \$50.00 or less;
- Engaging in minor disruptive behavior that interferes with normal facility operations or interferes with the program or living environment of other inmates;
- Defacing or misusing state property;
- Malingering or faking an illness;
- Possession of unauthorized clothing, food or books;
- Using abusive or obscene language or making obscene gestures in the presence of staff, volunteers or others;
- Unauthorized use of mail or telephone other than as stated as a Major A violation;
- Conduct in violation of visiting rules;
- Failure to abide by central and/or facility unit rules not listed in Major categories;
- Driving a motor vehicle of any type without prior approval of Department of Corrections; and
- Possession or use, to include being in the presence of, of tobacco smoke, of a small amount of tobacco; i.e., an amount equal to or less than the amount of tobacco contained in one cigarette.

Definition of Possession for Weapons and Contraband Violations

For violations regarding the possession of weapons and other types of contraband or items not approved by the Superintendent, "possession" is defined as:

An item that is:

- 1) Found on one's person or the clothing being worn by the person;
- 2) Found in one's personal belongings or cell; or

- 3) Found in an area that one has control over and there is independent evidence that the inmate knew it was there.

The following are examples of evidence that you knew the item was in the area:

- a) There is confidential information supporting that you had knowledge the contraband was there;
- b) Your behavior led to staff's suspicion that you were hiding contraband;
- c) Staff saw you with contraband; or
- d) Other evidence indicating you placed the contraband.

Basic Rules for Incarcerated Individual Conduct

In addition to the above list of violations, you are expected to follow these basic rules of conduct:

- Loud talking, yelling, horseplay or other forms of inappropriate behavior are not permitted.
- Trash and rubbish must be put in the garbage cans, bags, or whatever is used to collect trash in the unit.
- Incarcerated Individuals will approach and address staff with respect and courtesy. Derogatory remarks to or about staff could result in disciplinary action.
- Rules regarding uniforms or appropriate Incarcerated Individual attire must be followed at all times.
- No running is permitted within the facility other than the gym or the recreation yard. Incarcerated Individuals must walk at a normal pace and in an orderly manner directly to the area in which they are supposed to be.
- Spitting is not allowed in the facility or on the grounds.
- Incarcerated Individuals will stay away from the corridor and sally port doors when they are opening or closing.
- Incarcerated Individuals will follow orders given by any staff member. The orders will be followed promptly and properly.
- Incarcerated Individuals will immediately give their name to any staff who requests it.
- Any electrical, plumbing malfunction, or other serious safety hazards must be reported to the Unit Officer immediately.
- Incarcerated Individuals will submit to a pat search or a strip search when ordered.
- Incarcerated Individuals must wear their ID outside of their clothing, at all times. The only exceptions to this rule is when you are inside of your cell, in the shower, or participating in physical recreation events. In these specific cases, you must be near

your ID. If you change, damage, destroy, or lose your ID, you will receive a DR, and up to \$3.00 may be withdrawn from your account. Nothing should be taped or attached to your ID.

- Incarcerated Individuals must be out of bed, with their room cleaned and ready for morning inspection.
- Formal headcounts are conducted in all units.
- Standing headcounts are also conducted. You are required to stand in front of your bunk for these headcounts.
- Sheets and clothing are to be changed/laundered weekly per facility laundry schedule.
- Legal papers must be neatly stored in your property area. Legal work over the DOC limit must be stored as directed.
- Use of televisions is a privilege that is earned. A television may be removed if abused or as a result of inappropriate behavior or rule violations. Some cells will not have a television.

Approved Sanctions

Depending on the type of violation and the behavior involved in the incident, one of the following approved sanctions may be given to the Incarcerated Individual when a DR is upheld:

- Placement in Disciplinary Segregation;
- Loss of "Good Time" (only for offenders assigned to work camp status who have earned work camp good time)
- Loss of privileges (never for more than 30 days);
- Removal from program or group activity;
- Change in living unit;
- Restriction to the living unit (not just cell or room);
- Early lock-in;
- Temporary loss of the use of personal property (never for more than 30 days);
- Institutional community service or reparation;
- Reprimand;
- Required apology;
- Required written essay about the infraction or participation in a structured activity relating to the offense; or
- Required to pay for damages.

MAIL

(See DOC policy on *Inmate Mail, Publications, and Audio/Video Regulations*)

Mail is important to stay in touch with family, friends, lawyers, and others. The facility will deliver your mail as quickly as possible while maintaining a safe and secure facility.

You may write to and receive letters from anyone that you choose, as long as they are not incarcerated or on your “Do Not Contact” list. You will not be allowed to mail another Incarcerated Individual of a correctional facility, unless it is approved by the Superintendent. You may submit a Request for Inmate-to-Inmate Correspondence form to the Superintendent, and if it is approved by both Superintendents, you may then exchange mail with another Incarcerated Individual.

You may write or receive as many letters as you wish. DOC will provide postage for up to 7 letters a week. You may buy stamps through commissary for any additional postage.

Outgoing Mail

All outgoing mail must include your full name and the address of the facility written neatly on the upper left corner of the envelope.

Incoming Mail

All incoming mail will be inspected when it arrives at the facility. It will be opened and checked for contraband. If there is reason to suspect that incoming mail contains contraband or is a threat to the security of the facility, the mail may be read. Incoming mail must have the sender’s complete name and return address on the envelope, or it will be returned to the post office.

Mail will generally be delivered to you within a day of arriving at the facility. The envelopes will not be delivered. Mail is subject to photocopying. In these cases you will receive the photocopy.

Additional Mail Rules

The following rules apply to mail received in or sent from a facility. You may not:

- Correspond with a current DOC employee, volunteer, or contract staff person for purposes other than DOC business unless prior authorization is obtained from the Superintendent;
- Send mail containing threatening, harassing, or obscene materials;
- Send mail containing criminal solicitations or furthering a criminal plan;

- Use the facility address to fraudulently identify yourself as a staff member, agent, or representative of the facility;
- Correspond with any prohibited party directly or through a third party;
- Send “bill-me-later” or free gift transactions;
- Send or receive any mail containing contraband;
- Send or receive mail written in code;
- Send or receive mail containing unsanitary or hazardous material;
- Send or receive mail that advocates the interest of a security threat group;
- Send or receive battery-operated greeting cards;
- Receive mail or homemade artwork in mail that has any item attached to it with glue or other types of adhesives;
- Receive nude photographs or sexually explicit drawings;
- Receive envelopes, blank paper, or stamps through mail;
- Send or receive plans for escape or how to introduce contraband;
- Receive materials that describe procedures for the brewing of alcoholic beverages or the manufacture of drugs;
- Receive Polaroid-type photos;
- Receive or send out maps, atlas descriptions, Internet depictions, or drawings that depict the facility or the local geographic region; or
- Send out mail that violates DOC directives or procedures.

VISITING

(See DOC policy on *Inmate Visits*)

DOC encourages you to keep in contact with your family and friends. If you wish to receive visitors, they must be preapproved. You may submit a list of up to 10 people to your caseworker for review. The list must include the exact addresses and dates of birth for all visitors.

Visitors and Incarcerated Individuals must follow rules set by DOC. If a visitor does not obey these rules, the visit may be stopped and his or her ability to visit Incarcerated Individuals in all DOC facilities may be suspended. Violations of these rules by you or your visitor could also lead to disciplinary action against you or the loss of all your visiting privileges.

Who May Visit

Adults

In order for someone to visit you, he or she must be on your approved visiting list. The following people will need special permission prior to be approved as visitors:

- Current or past staff members or contractors of the DOC will need the written permission from the Superintendent before visiting; and
- Anyone under the supervision of the DOC will need written approval from his or her assigned probation or parole officer and is subject to approval of the superintendent.

If you have been prohibited from contacting someone by a court or probation order or the conditions of your required programming, that person will not be approved as a visitor.

All adults need a government-issued (state or federal) photo ID to be allowed to visit. This photo ID must prove that the visitor is the person on the approved list.

Children

Children may visit Incarcerated Individuals in facilities. The DOC recommends that all children under the age of 18 be accompanied by their parent or legal guardian when visiting a Incarcerated Individual of a facility, but recognizes this is not always possible.

Children under the age of 18 must be accompanied by an adult for the entire time they are at the facility. In cases when the parent or legal guardian cannot be the one to accompany the child, the parent or legal guardian must provide a notarized statement granting permission for the visit. The notarized statement must include the name of the adult who will be with the child during the visit, and state that person is 18 years old or older.

All children wishing to visit a Incarcerated Individual at a facility need to be able to confirm their identity with ID. Acceptable forms of ID for children are:

- Any government issued photo identification;
- Driver's license, with photo;
- Social Security Card; or
- Birth Certificate.

Dress Code

The DOC has a dress code for visits in facilities. There are rules for both Incarcerated Individuals and visitors.

Incarcerated Individuals

In order to receive visitors, you will have to be dressed appropriately. You will not be allowed to wear hats or shorts of any type.

Visitors

In order for your visitors to be allowed to enter the facility, they must not wear:

- Clothes with holes, rips, tears, or the pockets torn so as to allow access beneath the garment (clothing must be completely intact);
- Clothing which closely resembles correctional officer or law enforcement uniforms (police, sheriffs, marshals, etc.);
- Sweat suits;
- Hats, headbands, or hooded clothing;
- See-through clothing of any kind;
- Low cut or V-neck sweaters, blouses, or shirts;
- Shirts or blouses too short to tuck in, or that expose the midriff;
- Tank, halter, or tube tops;
- Skirts, dresses or shorts with slits that reach two inches or more above the knee;
- Clothing that appears provocative or inappropriate (e.g., shirts that do not conceal inflammatory tattoos or convey anti-social messages), in the opinion of the staff member registering the visitor; or
- Metal hair ornaments.

Children 10 years old and younger may be allowed to visit wearing shorts, skirts, or dresses shorter than mid-thigh, rompers, sleeveless shirts, etc. The staff member registering the visitor will decide if the clothes are acceptable.

Prohibited Items

Visitors are not allowed to bring any items into the visiting room. The only exceptions to this rule are bottles, pacifiers, or “sippy cups” for children age 2 or younger. You are never to have contact with these items. Lockers are provided to secure the personal items of visitors, but the DOC does not assume liability for lost or stolen items.

Tobacco products and lighting materials are banned from facilities. They may not enter the facility but may be left in a visitor’s vehicle while it is on the facility property.

The following items are not allowed on the facility property:

- Weapons, tools, or items that may aid an escape;
- Illegal drugs;

- Pharmaceutical drugs not prescribed to the specific individual by a physician or not in their original container; or
- Drug paraphernalia.

Incarcerated Individuals will be pat searched before entering the visiting room. If any unauthorized item is found, it will be taken and destroyed. The following items are not allowed in the visiting room:

- Food, drink, or commissary items;
- Incarcerated Individual medicine bags, even if the Incarcerated Individual has been approved to carry the bag throughout the facility;
- Radios or other sound producing items.

Other Rules

The following additional rules apply to visits:

- You are limited to three visitors at any given time.
- Visitors are expected to obey all reasonable and lawful directions given from DOC staff.
- Visitors will not be allowed into the building if they appear under the influence of alcohol or a drug. If the visit is already in progress and a staff member suspects a visitor is under the influence of alcohol or drugs, the visit will be ended.
- You will not be permitted into the visiting room if you do not have a visitor.
- You will not be allowed into the visiting room before your visitor.
- Once you go into the visiting room, you will not be allowed to leave until the visit is completed. If you need to leave the visiting room at any time, including to go to the restroom, the visit will be ended. You will not be allowed to accompany a visitor out of the visiting room.
- Visitors may use the rest rooms located in the reception area only prior to and after the visit.
- Religious head covering will be searched upon entering and exiting the visiting room.
- All children must be kept under control at all times.
- You are not allowed to have any physical contact with visitors over the age of 11.
- You must keep your hands on top of the table during their visit.
- You are not permitted to physically discipline any child.
- Any fighting, yelling, arguing, swearing or other disruptive behavior will result in the immediate end of the visit.
- You may not pass an item to a visitor without prior permission from the Shift Supervisor or the Reception/Visiting officer.

- Money may not be passed or exchanged between visitors and Incarcerated Individuals.
- You are responsible to keep the visiting area clean at all times.
- When a visit is ended, visitors must leave the property.
- You will be strip searched before returning to your unit.
- Vehicles in the parking lot must be locked.
- Children and pets may not be left unattended in any vehicle on state property.
- If you or your visitor require any special accommodations, they must be arranged and approved in advance of the visit.

Denial or Termination of a Visit

In addition to any violation of the rules outlined above, the Shift Supervisor can deny or end a visit under any of the following circumstances:

- The visitor refuses to be scanned by a metal detector;
- The visitor or Incarcerated Individual fails to prevent their children from disturbing other persons in the visiting area;
- Verbally or physically disruptive behavior by you or your visitor;
- Excessive physical contact between you and a visitor 11 years old or younger;
- Any physical contact between you and a visitor over the age of 11;
- The visitor attempts to introduce contraband into the facility, including tobacco;
- An institutional emergency; or
- Another reason, as determined and documented by the Shift Supervisor.

GRIEVANCES

(See DOC policy on *Offender Grievance System*)

If you have a complaint about an action or decision made by a DOC staff member, the DOC encourages you to first try speaking to a Corrections Officer or your caseworker to see if the problem can be addressed. If the issue cannot be resolved at that level, then you should use the grievance process below:

- Submit a written Informal Complaint within 10 business days. These forms are in your unit and start the grievance process. You should include the details of the complaint, how you tried to resolve the issue, and what outcome you would like to see.

- If the issue is not resolved through the informal complaint process, you can file a formal grievance form with any staff member. You must include the informal complaint form when you submit the formal grievance form. These will be forwarded to the Grievance Coordinator.
- The Grievance Coordinator will review the grievance and will appoint a staff member to investigate.
- The person investigating the grievance will gather all the relevant information surrounding the incident and make a recommendation to the Grievance Coordinator.
- The Grievance Coordinator will review, add comments as necessary, and forward the completed investigation to the Superintendent with his or her recommendation.
- The Superintendent will add his or her comments and will ensure you are provided with his or her written response.
- If you are not satisfied with the response from the formal grievance, you have 10 business days to file an Appeal to the Commissioner of Corrections.
- The Commissioner will review the appeal and provide you with a written response.

The DOC cannot retaliate against you for filing a grievance. If you believe you have been retaliated against or threatened because you filed a grievance, you should report it. Reports can be made to the Superintendent, any supervisor, or the Agency of Human Services Investigation Unit.

If you do not receive a response in the allotted time frame the grievance is considered denied.

Sexual Abuse or Victimization, or PREA-Related, Grievances

There is no time limit on when you may submit a grievance about sexual abuse or victimization. If your grievance includes other issues, the above timelines may apply to those portions of your grievance.

If you wish to submit a grievance about sexual abuse or victimization, you do not have to submit it to a staff member named in the grievance. Once your grievance is submitted, it will not be referred to any staff members named in the grievance.

Others, including inmates, staff, family members, attorneys, or advocates, may help you in preparing a grievance about sexual abuse or victimization. They may also submit the grievance for you if they have your permission.

The DOC may discipline you for filing a grievance related to alleged sexual abuse only where it demonstrates you filed the grievance in bad faith

Timeline for PREA-Related Grievances

The DOC **must** issue a final decision on any grievance about sexual abuse or victimization within 90 days of when it is submitted. This does not include time you may use preparing an appeal.

In some cases, the DOC may claim an extension to respond. The extension may not be longer than 70 additional days, and the DOC must write to you with a new deadline date.

In emergency cases:

- the facility must provide a response to grievances about sexual abuse or victimization within 8 hours; and
- the DOC must give a final decision within 5 calendar days.

The DOC is required to provide a response at each level of the grievance process. If you do not receive a response to your grievance about sexual abuse or victimization within the required timelines, you may move your grievance to the next level of appeals.

INMATE LAW LIBRARY

(See DOC policies on *Inmate Access to Courts*)

The facility has a law library. Depending on your housing status, you may be granted direct access to the library, or you may request resources from the library to be delivered to your living unit.

The law library has resources available to aid you in filing claims with the court. The library contains legal resources, DOC policies, and a variety of forms you may need. There are computers or typewriters available, and you can buy supplies including paper, pens, pencils, and envelopes.

PROPERTY

(See DOC policy on *Offender Property*)

These are the rules on property you can have while in a Vermont (VT) facility.

The Allowable Property Matrix shows the types and amount of property you can have, depending on your classification and status. It includes limits for each type of property.

The Incarcerated Individual Property Manual contains more information; use it when you have questions about the rules about property in facilities.

Facility Admission

When you enter the facility, your personal property will be inventoried and entered into the computer by an officer. You will only be allowed to keep items that are approved, according to the Allowable Property Matrix. You may be denied some items if they can be used to hurt yourself or others, or if they are provided by the facility or can be purchased through commissary.

You should not bring any item into a facility worth over \$50. If you do, it is at your own risk. The DOC is not responsible for any personal item valued at more than \$50.

You will be allowed to witness the inventory of your property whenever possible. Each of your items will be listed, and you will be given a Personal Property Report. The report will act as a receipt and proof that you own the listed items. If you bring cash or other funds, you will be given a separate receipt for those funds.

Personal Property Rules

You can keep some of your personal property, but you do so at your own risk. The DOC is not responsible for any property that is lost, stolen, damaged, used, or discarded while you have it in the facility.

You may not loan, trade, sell, or give property to another Incarcerated Individual. You may not cover sprinkler heads, lights, vents, windows, or safety or security equipment. You may not use an item in any way other than its intended purpose. Any property used in violation of these rules will be considered contraband, confiscated, and disposed.

You will receive a Personal Property Report any time your personal property is:

- Brought into the facility;
- Stored in the facility;
- Returned, released, or shipped from the facility; or
- Disposed.

The report will act as a receipt and proof that you own the listed items.

Storage of Property

You are solely responsible for your personal and State-issued property. You must store all your property in your cell, room, or assigned dormitory space. The facility has local procedures about property storage, which may be different than other facilities.

You must follow the facility's limits. You may not keep more personal property than will fit in the storage space, or amounts that pose a danger to safety, security, or good hygiene practices.

Getting Property

You may get additional property in the facility through commissary, approved catalogs or vendors, by state-issue, and by a special package (at facilities without uniforms). Any property brought into the facility must adhere to property limitations and procedures.

Commissary

You may order items through commissary. The facility has local procedures for these orders. These procedures identify the area and time by which you need to place your order, to receive your items on the next delivery date. Any changes to the procedures will be posted. The Property Guide includes information about limits on commissary spending.

Vendor/Catalog Orders

You may purchase items that are not available through commissary through an approved outside vendor or catalog source, with the approval of the Superintendent or designee. To do so, you must fill out and submit the Outside Purchase/Special Package Request form.

Vendor and catalog purchases will be searched by facility staff and reviewed by the Security and Operations Supervisor (SOS). They must have a complete invoice or packing slip, or they will be shipped back to the vendor at your expense. Purchases will be rejected by the Superintendent or designee if they do not follow DOC property policies and guidelines. If one item in a package is not allowed, the entire package will be rejected.

If an item is rejected, you will be responsible for the cost of returning it to the vendor or shipping it to someone outside of the facility, unless the mistake was made by facility staff. Items that are non-returnable, or cannot be shipped to someone outside of the facility, will be considered contraband and disposed.

Your family or friends may purchase commissary or items for you from an approved outside vendor or catalog following these procedures. All orders must come directly from the vendor to the facility.

Items purchased from an outside vendor or catalog may be marked with an identification (ID) number and tracked by the facility. If an item from a vendor needs repair, you will have to pay for the repairs.

Cash on delivery (COD) orders will not be accepted. You, or the person buying the item, must pay all costs at the time of ordering.

State-Issued Property

When you enter the facility, you may be issued certain property, dependent on your available resources. They are issued based on need, except for uniforms and bedding. State-issued clothing will be provided to indigent Incarcerated Individuals.

All Facilities will issue:

- Bedding, including a mesh laundry bag;
- Uniforms provided for work assignments will be used only for those jobs and are accounted for on the property matrix;
- Footwear – If you are indigent or have footwear that would pose a danger or security risk (steel-toed shoes, steel support shanks, severely damaged footwear), you may receive one pair of State-issued footwear and shower shoes; and
- Hygiene Items – If you are indigent or new to the facility, you will be given basic hygiene items, or have them made available to you.

Uniformed Facilities will issue items as outlined on the property matrix. State-issued clothing will count toward your total property allowance outlined in the Inmate Allowable Property Matrix. Additional property, up to the property matrix allowance, may be ordered through commissary or from an outside vendor or catalog.

Special Packages

If you are in a non-uniformed facility, you may receive one special package from a friend or family member on your approved visiting list within your first 14 days there if:

- You are initially admitted and housed in a non-uniformed facility;
- You are transferred from an out-of-state facility to a non-uniformed VT facility;
- You are transferred from a uniformed facility to a non-uniformed facility; or
- You are transferred from a facility to a work camp.

Your special package may only contain items outlined in the property matrix.

If you wish to receive a special package, submit a completed Outside Purchase/Special Package Request Form. You must first receive written permission, and the package must follow local procedures and rules.

Court Clothing

Non-uniformed facility Incarcerated Individuals may wear street clothes to court unless security concerns require you to wear security clothing.

Uniformed facility Incarcerated Individuals may wear street clothes for court when:

- Appearing for jury selection;
- Appearing before a jury during trial;
- A court orders you to appear in civilian clothing; or
- If there is reason to believe that you will be released from court.

At all other times, you will be required to wear your State-issued uniform in court.

You may request to bring street clothes into the correctional facility for your court appearances. The facility will keep at least one set for you. More may be kept with permission from the Superintendent or designee. All clothing for court will be searched when it is brought in and remain with facility staff until you need it for court.

Restrictive Housing Unit Property

If you are assigned to a restrictive housing unit and assigned to Administrative Segregation or Disciplinary Segregation, you will have to follow the commissary and property limits in that category of the Allowable Property Matrix.

Lost, Missing, or Damaged Property

Any personal property that you choose to bring into the facility will be kept at your own risk. The DOC is not responsible for any personal property. If an item of your property is lost, missing, or damaged **due to a staff member's negligence**, you may request an investigation by completing the top part of the Report of Lost or Damaged Property Form and submitting it to the SOS.

You must own the item in order for an investigation to start. The investigator will check your property inventory to see if you own the item. If the item is not in your property inventory, an investigation will not be conducted and the Report of Lost or Damaged Property Form will be returned to you. If you do own the item, the SOS will sign and date the form and an investigation will begin. The facility then has 15 business days to investigate and resolve the claim. If the claim involves another facility, it will be investigated at the facility in which the item is believed to have been lost, misplaced, or damaged and may take 15 more business days to resolve.

The Superintendent or designee will assign the investigation to a staff member. Following their investigation, that staff member will add his or her findings to the Report of Lost or Damaged Property Form and forward it to the Superintendent. The Superintendent will approve or deny the replacement or reimbursement of the item.

If you are reimbursed, it will be at the estimated current value of the item, **up to \$50**. No replacement or reimbursement will ever be for more than \$50. You will need to sign the bottom of the Report of Lost or Damaged Property Form, indicating that you received the item, a replacement, or a reimbursement, and that you have no further claim in the matter.

Disposal of Excess, Unauthorized and/or Abandoned Personal Property

Excess Property

If you have too much personal property, and it is not considered dangerous, you may:

- Pay to mail it to someone outside the facility;
- Choose to have someone come to the facility to pick it up, if the facility's local procedures allow; or
- Have it donated to a charity or destroyed.

Your extra property cannot be given to, or used by, a DOC staff member, volunteer, contractor, or other incarcerated individual. State-issued property may not be sent out from a correctional facility.

You will be given a Personal Property Report as a receipt for any property disposed through one of these options. If someone picks the property up in person, they will be asked to sign a Personal Property Report showing the release of the property.

If the personal property you chose to mail out cannot be delivered, you may have a second chance to mail it to someone else, at your own expense, or the property may be disposed as contraband, at the discretion of the Superintendent. You may not mail property to a Post Office box.

Unapproved Property

The following are exceptions in which personal property that is not considered dangerous may not be sent out by the inmate:

- Property confiscated as evidence of a crime or in an administrative due process hearing;
- Property designated as contraband as outlined in the administrative directive on contraband; and
- Property held for a grievance appeal.

In these cases, the property will be confiscated, searched, inventoried, and placed in a secure location as possible evidence.

Transfer Out of VT Custody

If you are taken out of the VT custody, you will take any allowed personal property with you. You may leave a forwarding address for any of your remaining personal property, which will be mailed at your expense. State funds may only be used to mail this property with the approval of

the Superintendent or designee. Property will not be stored at the facility for longer than 30 days. After 30 days, the property will be disposed as if it were contraband.

Unclaimed Property

If you do not choose one of the disposal options for your excess or confiscated property, you will forfeit any claim to the property after 30 calendar days, and it will be considered unclaimed property. It will then be disposed of by:

- Designating it for use by the facility;
- Donating it to a charity;
- Transferring it to another State agency or department; or
- Being destroyed.

Abandoned Property

The DOC is not responsible for any property you leave behind because you bail out or are released at court. An attempt will be made to contact you about how to handle your property before it is disposed. If you are released at court or on bail and do not return within 30 days, the DOC will dispose of the property.

The DOC is not responsible for property you leave behind because you escape or fail to return from furlough. If you escape, your property will be taken, searched, inventoried and placed in a secure location as possible evidence. If you are not returned to DOC custody within 90 days, and the property is not being held as evidence, the DOC will dispose of it.

SERVICES AND PROGRAMS

Risk Intervention Services (RIS) are activities which have been created to support your success in the community and present you with skills to keep yourself out of jail by not committing new crime.

Services can include education classes, group sessions, individual sessions, addressing workforce development needs, and activities which prepare you to be successful at home and work.

RIS is for incarcerated individuals who have a higher-than-average risk to engage in criminal behavior. Length of time in services is based on your risk to commit another crime and your progress toward meeting learning goals. RIS participants typically start services near the end of their time in jail. Some begin or continue Services as part of their community-based conditions.

Education services may be available to others. Interested Incarcerated Individuals will be assessed and enrolled based on capacity. Check your local handbook for what services are available in your facility.

MEDICAL SERVICES

The DOC recognizes that good health care is important to your well-being and positive adjustment to the facility. Therefore, health care services are provided to maintain the health of all Incarcerated Individuals. These services include medical, dental, and mental health services.

When you first arrive, you will go through a medical and mental health intake process. To receive medical or mental health services after that, you should fill out and submit a sick call request slip. These slips are collected daily by medical staff, who will review them and call you when it is your turn to be seen.

Putting in a sick call request slip will not automatically excuse you from your daily work assignments, work crew, education, or other daily routines.

Most medications are given to Incarcerated Individuals during “med call.” If you have been prescribed a medication that you receive through med call, it is your responsibility to attend at the proper times. While you are waiting in line, you are to remain quiet and orderly outside the medical area. After receiving any oral medication, you will be required to have a mouth check.

You may refuse your medication or medical treatment at any time but must do so directly to medical staff. COs cannot pass your message to medical staff.

Tell a CO if you are having a medical emergency. A medical staff person will respond and provide you with needed care.

VOTING

While you are living at the facility, you may still vote by an absentee ballot in any primary or general election, if you meet all other voting eligibility requirements. To be eligible to vote, you must be at least 18 years old and be a Vermont Incarcerated Individual. You must also:

- Have been a registered voter in the community before being incarcerated; or
- Register to vote, using the address of your last voluntary residence. **You may not use the facility as your residence to register to vote.**

Watch for posted notices letting you know how to register to vote and important dates. If you have any questions, would like to register to vote, or need an absentee ballot for an upcoming election, please send a request form to the Volunteer Coordinator.